

Sole Source Procurement Instructions

Department: Police / Animal Control

Date: 10/18/2013

Vendor: Harford Systems Inc.

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

The modular cage system needed for the animal control van is a specialized item that is not available locally.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

Harford Systems is located in Aberdeen, Maryland. It is the only vendor located within easy driving distance, making it the best choice for any issues that may arise with this purchase or future warranty issues. Vendors of similar systems are located in the Indiana, Texas and Florida.

3. Explain why the price is considered reasonable.

We have compared this system to others that are similar and the price of Harford Systems is competitive. Given the cost and logistics involved with any return visits for warranty issues or repairs, Harford systems would be the best value.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Harford has standard price for all government agencies and it is non-negotiable. They have, however, agreed to provide floor and wall equipment tie-downs to meet our specific needs at no additional charge.

Please attach this form to the Requisition and forward to Purchasing.

Signature: Gaila Eubank

Date: 10-18-13